



Working in partnership



NMC UK Wide Quality Assurance Framework HLSP Code of Conduct - Reviewer

This Code of Conduct underpins NMC and HLSP quality assurance policies and procedures, which are designed to assure quality and consistency. For that reason, we require every Reviewer to sign and return a copy of this Statement, thereby declaring their commitment to abide by it.

In your work as a NMC Reviewer it is expected that you will:

- 1 Take full responsibility for maintaining your Registration in accordance with all the requirements of the NMC.
- 2 Conform to the requirements of the NMC Code of Professional Conduct.
- 3 At all times, when acting on behalf of the NMC, behave in a way which upholds the reputation of the NMC, maintain the highest standards of professional behaviour, be and be seen to be credible by stakeholders and the NMC.
- 4 Ensure that the highest standards are maintained when representing both HLSP and the NMC. It is a requirement that all Reviewers follow the processes and procedures as laid down in the HLSP process guidance notes and other HLSP / NMC UK WIDE QA Framework approved documentation.
- 5 Undertake quality assurance activity with integrity, treating all those encountered with courtesy and professional respect.
- 6 Safeguard the confidentiality of any information and comply with data protection requirements.
- 7 Ensure national consistency by following the agreed procedures and processes at all times, and by completing the relevant paperwork to the required standard, and in the format required.
- 8 Facilitate the quality assurance role of HLSP and take account of professional advice given to you by their staff.



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- 9 Respond to communications and return all documents within the expected timescales (generally TWO working days), notify HLSP promptly of any changes in arrangements, and comply with all other administrative requirements.
- 10 Have regard to the requirement that Reviewers attending programme approval, re-approval and monitoring visits, do not regularly give instruction or have any significant connection with the programme provider in question, in compliance with section 16-(4) of the Nursing and Midwifery Order 2001. Where the Reviewer has doubts about conflict of interest, then these must be discussed with the HLSP / management team.
- 11 Ensure that situations do not occur which would allow a neutral observer to question the impartiality of the Reviewer.
- 12 Notify the HLSP / NMC QA Framework Management Team, if offered an inducement by anyone in connection with your work as a Reviewer.
- 13 Be available to attend initial and update training / briefing at the reasonable request of HLSP.
- 14 Accept that certain personal details, including equal opportunity data will be held on the HLSP database. The Data Protection Act applies to this database and the information will not be released to any organisation other than HLSP.

I accept the Statement of Conduct and terms and conditions as laid out above. I understand that HLSP reserve the right to remove me from the list of Reviewers available for deployment with further warning if at any time my work falls below the standards outlined in this Code of Conduct.

Reviewer name: _____ **Reviewer ID No:** _____
(please print name)

Signed: _____ **Date:** _____